



Employment Through Skill
**Sindh Technical Education &
Vocational Training Authority**
ST-19, Block-6, Gulshan-e-Iqbal, Near NIPA Chowrangi, Karachi.
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NO. DA/STEVTA/CIRCULAR-10/2057/2016

Dated: May 31, 2016

**CIRCULAR NO. 13 – USAGE OF NAME WITH
OFFICIAL SEAL/ STAMP IN EVERY CORRESPONDENCE**

It has been observed that some times, in letters/ correspondence made with the Sindh TEVTA Headquarters and outside agencies as well, do not cite the name of signatory, hence, its identification becomes difficult.

2) Therefore, in order to avoid confusion in future, it is directed that one who signs any letter/ order or circular must have authority to write and, if so, he must cite his complete name with official seal/stamp. No person/ officer unless permitted to enter into correspondence with any higher officers/ outside agencies. In such circumstances, only Directors in Headquarters may sign the letters/ orders/ circulars with approval, wherever needed.

3) For strict compliance/ circulation.

(S.M. KALEEM MAKKI)
MANAGING DIRECTOR

No. & date even

Copy for circulation to the;

- ✓ Directors (all), Sindh TEVTA Headquarters with the instructions to ensure compliance and if some from field offices visiting their office without prior permission be reported the Administration Department for disciplinary action. (MIS)
- ✓ Director (MIS), Sindh TEVTA for updating the Website.
- Additional/Deputy/Assistant Directors (All), Sindh TEVTA for compliance
- Regional Directors (all), Sindh TEVTA for strict compliance/circulation in lower formation.
- PS to Managing Director, Sindh TEVTA
- Master File.


(MANZOOR HUSSAIN VISTRO)
ADDL. DIRECTOR (ADMIN)